

# Packaging regulation for the suppliers of Hekatron Technik GmbH

## Contents:

1. Goals and delimitation
2. Avoidance of packaging waste
3. Packaging requirements
4. Cleaning and filling level
5. Permissible packaging material
6. Disposable packaging
7. Circulation packaging
8. Euro pallets
9. SMD packaging
10. Labelling
11. Formation and securing of cargo units
12. Dimensions and weights
13. Replacement packaging
14. Overseas packing
15. Consequences of incorrect, missing or damaged packaging
16. Consequences of damaged circulation packaging or differences in quantity on delivery
17. Packaging definition
18. Cost allocation
19. Excess stocks at the supplier
20. Transport containers

## 1. Goals and delimitation:

This regulation describes the principles pertaining to packaging for the suppliers of Hekatron Technik GmbH. Individual agreements (e.g. drawing parts) and merchandise are not affected by this regulation. Packaging must be chosen that protects the goods from instances of transport damage, and which does not have any negative effects on the departments to be processed.

## 2. Avoidance of packaging waste:

In principle, the Packaging Act (VerpackungG) must be complied with. This aims to minimise the impact of packaging waste. In order to ensure this, economic, ecological and logistical aspects must be taken into account when planning packaging and implemented according to the following priorities:

Avoidance	Packaging must be limited – in terms of volume and weight – to what is absolutely necessary, in order to protect the goods.
Minimisation	Reuse shall be ensured through the use of recycled packaging. The use of recyclable packaging, taking into account the aforementioned principle, is preferable at all times. The proportion of disposable packaging should be kept as low as possible.
Recycling	Environmentally sound recycling of disposable and recyclable packaging must be ensured. In order to meet the requirements of the Packaging Ordinance (Verpackungsverordnung) and not to burden the environment unnecessarily, only environmentally compatible materials are to be used, and all statutory regulations are to be complied with.

## **Packaging regulation for the suppliers of Hekatron Technik GmbH**

---

### **3. Packaging requirements:**

Regardless of the choice of packaging type, the following requirements must be met:

- Compliance with the standard DIN EN 6120 “Labelling of packaging materials and packaging for their reuse”
- Damage-free delivery of the goods
- Optimum filling level of the packaging material
- Compliance with the specified standard dimensions and weights
- Use of recyclable materials
- Minimal use of disposable packaging
- Formation of sensible cargo units
- Stackability of the cargo units
- All-round marking of the cargo units with regard to restricted stackability
- Transport lock
- Problem-free handling of the cargo units by industrial trucks
- Problem-free manual handling of the load carriers
- Load securing (stretch, strapping)
- Suitable edge protection

Care should also be taken to ensure that the packaging is in good general condition. In addition to a general, visual overall impression, this includes the following features:

- No humidity or moisture
- No adhering substances (oil, adhesives, coal/cement dust, etc.)
- No lingering odours (musty, rotten smell etc.)
- No foreign ingredients (rubbish, leaves etc.)
- No excessive rusting of steel elements used (e.g., for lattice boxes, steel trays, support/stacking elements, etc.)

### **4. Cleaning and filling level:**

The empties must be cleaned before use. Cleaning is carried out according to the required degree of cleaning of the product and is carried out by Hekatron – unless otherwise agreed. Empties must be cleared of invalid goods identification (e.g. stickers or tags).

Packaging must always be delivered by the supplier with a maximum filling level, in compliance with the permissible specifications, such as e.g. maximum weight, stacking height, packing height, etc. Should the filling level change (modified filling quantity of containers, increase in packing density), the supplier shall be obligated to coordinate this with Hekatron prior to delivery and to obtain approval. Filling level optimisations are to be continuously checked by the supplier and carried out in cooperation with Hekatron.

### **5. Permissible packaging material:**

Paper/cardboard in its natural state and free of non-paper components shall be used as packaging. Soaked, impregnated, lacquered or coated papers/boards are not permitted. Packaging made of corrugated board should be marked with the RESY symbol of the VDW. For wood packaging imported from (or exported to) non-European countries, the “Guideline for the Regulation of Wood Packaging Material in International Trade” – according to IPPC – must also be observed. Wood packaging is to be limited to the most necessary. Filling materials – such as polystyrene chips, wood wool etc. – are not permitted. The marking is done according to DIN 6120.

## Packaging regulation for the suppliers of Hekatron Technik GmbH

### 6. Disposable packaging:

If disposable packaging is used, the following symbols must be observed/used depending on the application:



Material	Corrugated plastic or corrugated cardboard (dimensioning according to requirement profile)
Closure	Reinforced adhesive strip (no metal clips)
Handling sign	The internationally known and generally understood signs and marks shall be printed on

### 7. Circulation packaging:

The use of recyclable packaging requires the establishment of a special agreement.

This requires a detailed regulation on the dimensioning of the quantities in circulation, the determination of ownership, as well as the regulation and inventory of the load carriers. The containers must not be pasted or labelled. ESD-capable load carriers must be used for the delivery of ESD-hazardous components. In agreement with Hekatron, the supplier can use his own circulation packaging. A prerequisite for this is proof of ownership of the circulating packaging. If the supplier's own circulation packaging is to be used permanently, an identification number must also be requested from Hekatron. As far as possible, the identification number must be visibly attached to the packaging and also noted on the delivery note.

### 8. Euro pallets:

General requirements:

- According to DIN EN 13698
- Sufficient stability to withstand the transport loads
- Flawless condition (at least grade B)

### 9. SMD packaging:

In order to be able to process materials in the SMD process, it is necessary that the material is available in a machine-processable package.

This shall include:

- Belt, reel: longer than 60 cm on a reel, reel size 7" -16". Under certain circumstances and after consultation, a size of 17"-21" is permissible.
- Surface magazine, tray: dimensionally stable

Conditionally processable:

- Blister: if dimensionally stable
- Belt splitter: if longer than 60cm

The following are not processable and, therefore, inadmissible:

- Bulk goods, bulk
- Rod, tube

## Packaging regulation for the suppliers of Hekatron Technik GmbH

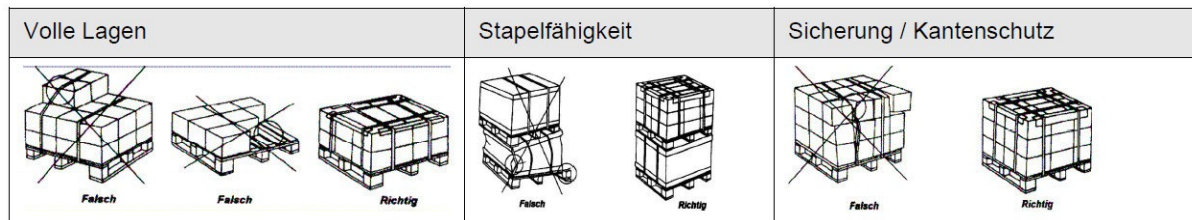
### 10. Labelling:

Labelling shall adhere to the principle of unique identification. This is ensured by way of scannable labelling on the packaging. The label is created according to the specifications of Hekatron Technik GmbH. The supplier is responsible for the labelling. Each individual container must be labelled separately.

### 11. Formation and securing of cargo units:

In order to ensure efficient transport and storage, the following general requirements apply:

- Stability of the cargo units in terms of texture, shape and volume
- Stackability of the cargo units
- The basic dimensions of the load carriers (pallets) must not be exceeded by the packaged goods and the securing of the cargo units
- Each layer should be packed with the same number of containers
- If a layer is incomplete, it is to be positioned as the top layer of a cargo unit
- Possibility of handling by means of floor conveyors must be established
- A cargo unit made of returnable plastic containers must be covered with a closing lid.
- Cargo units must be strapped with plastic straps on the long side (metal straps are not permitted)
- Use of a strapping band is only permitted in combination with suitable edge protection.
- Edge reinforcements are to be used if the safety of the cargo unit requires it
- Full layers – Stackability Securing / edge protection
- Protrusion of cartons on the pallet not permitted



### 12. Dimensions and weights:

Dimensions and weights are expressed in metric units (mm, kg).

Small load carriers should not exceed a total weight of 15kg due to ergonomic aspects.

The cargo unit should comply with the following basic dimensions:

- L x W [mm] 1.200 x 800 (standard)

The height of the cargo unit must not exceed 1,600 mm. In individual cases, a different arrangement can be made with the receiving plant.

The maximum gross weight of the cargo unit is 800 kg.

## **Packaging regulation for the suppliers of Hekatron Technik GmbH**

---

### **13. Replacement packaging:**

If the use of replacement packaging is necessary, this must also be coordinated between the supplier, Hekatron Purchasing and the receiving plant. Deliveries in replacement packaging require release by the receiving plant. The regulations set out in this section also apply to replacement packaging.

### **14. Overseas packing:**

Containers used in international traffic can be designed as wooden crates or made of cardboard pallets, and must meet the requirements regarding stackability, transport stress, import restrictions (e.g. import of wooden packaging/IPPC-ISPM#15) etc. In international transport, recirculating packaging must always be coordinated with the logistics of the receiving plant. The inner packaging is to be determined by the supplier. Both inner and outer packaging must ensure quality delivery of the parts. When determining the packaging, the entire transport process must be taken into account (e.g. exposure to moisture and heat through containers on deck).

### **15. Consequences of incorrect, missing or damaged packaging:**

If the ordered goods are not delivered in the corresponding packaging units, or if packaging is used that does not comply with the agreements, the supplier is obliged to take back the packaging for deliveries within Europe. The supplier shall bear the costs of the return transport and, if applicable, repacking expenses. If the supplier does not take back the transport packaging within a period set to him (or refuses to take it back), he shall be charged with the disposal costs associated with the packaging. For deliveries outside Europe, the supplier will be charged with the disposal costs of the packaging.

Hekatron shall check the condition of the packaging upon receipt of the goods. If load carriers, reusable containers, etc. are found to be unsuitable for use, the costs (new acquisition or repair) will be charged to the party deemed to be at fault. If the supplier is the party deemed to be at fault, he will receive the invoice with a copy of the delivery note/waybill or pallet accompanying document. In the case of defective or unusable box pallets, the purchase price of a box pallet will generally be charged as the invoice value. This amount includes all costs for repairs, handling costs and administrative expenses.

Hekatron reserves the right to charge the supplier with internal repacking costs in the event of delivery of damaged, incorrectly used or improperly loaded packaging.

If damaged packaging is delivered to the supplier by Hekatron, or if quantity differences occur in the delivery, the following procedure must be followed:

- Immediately inform the sender by e-mail/fax about the type of damage and the number of packages subject to complaint. Associated shipping documents must be enclosed.
- Proceed only as instructed by the Hekatron contact person.
- If the damaged packaging is to be returned empty, the supplier receives written instructions from Hekatron to do so. If empty packaging is returned without instruction from Hekatron, the freight costs shall be borne by the supplier.
- Accounts will only be cleared after written instructions from Hekatron.

## Packaging regulation for the suppliers of Hekatron Technik GmbH

### 16. Consequences of damaged circulation packaging or differences in quantity on delivery:

Hekatron shall check the condition of the packaging at outgoing packaging and incoming goods. If this is damaged, incorrectly used or deemed not to be in accordance with the regulations, the supplier shall be informed and will have the opportunity to rectify the situation. Otherwise, Hekatron shall be entitled to charge the supplier for any repackaging costs incurred.

If damaged packaging is delivered to the supplier by Hekatron, or if quantity differences occur in the delivery, the following procedure must be followed:

- Immediately inform the sender by e-mail/fax about the type of damage and the number of packages subject to complaint. Associated shipping documents must be enclosed.
- Proceed only as instructed by the Hekatron contact person.
- If the damaged packaging is to be returned empty, the supplier receives written instructions from Hekatron to do so. If empty packaging is returned without instruction from Hekatron, the freight costs shall be borne by the supplier.

Accounts will only be cleared after written instructions from Hekatron.

### 17. Packaging definition:

For each product, an agreement can be concluded between the supplier and Hekatron regarding the packaging. Here, it is decided as to whether disposable or recyclable packaging is to be used. Furthermore, it is defined as to whether the circulation packaging is provided by Hekatron or has to be procured by the supplier. In addition, the responsibility and cost allocation for packaging are determined.

### 18. Cost allocation:

If Hekatron reusable containers are deployed, a circulation quantity will be provided to the supplier free of charge. If the supplier requires a larger circulation quantity of reusable containers (e.g. for prefabrication, batch sizing, etc.), Hekatron shall bear the costs for the extended circulation after inspection. The packaging remains the property of Hekatron at all times.

In the case of special load carriers, the supplier shall assume the procurement of the packaging in its entirety. The costs are to be amortised over the term.

Disposable packaging must always be procured by the supplier.

Criterion	Disposable packaging	Hekatron circulation packaging	Special load carrier
Procurement	Supplier	Hekatron	Supplier
Allocation	Parts price	Partly free of charge	Part price and term
Property	-	Hekatron	Hekatron
Additional needs	-	Procurement and 100 % cost absorption by Hekatron	Procurement and 100% cost absorption by supplier

### 19. Excess stocks at the supplier:

Hekatron expects a regular return of the packaging surplus. In the event of discontinuation of delivery, the supplier shall be obligated to return all packaging still on his premises to Hekatron free of charge.

## Packaging regulation for the suppliers of Hekatron Technik GmbH

---

### 20. Transport containers:

<p>Plastic containers  Number: 2801196-01  Outer dimension: 600 x 400 x 120 mm  Inner dimension: 553x353x114mm  ESD-capable</p>
<p>"E3" plastic container  Number: 2801119-01  Outer dimension: 400 x 300 x 120 mm  Inner dimension: 358 x 258 x 100 mm  ESD-capable</p>
<p>Lattice box pallet according to DIN 15155  Number: no number available  Outer dimensions: 1240 x 835 x 970 mm  Interior dimension: 1210 x 800 x 800 mm</p>
<p>End cover 1200x800x50 mm  Number: 2000624 (regulation of Hella)</p>
<p>Euro pallet  Number: 2801123-01  Dimensions: 1200 x 800 x 144 mm</p>